

Solicitation Number 06-0001-07
Technical Support Services for the Office of Naval Research
For the Naval Warrior Application Division (ONR 342)

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 (Technical, Programmatic, and Engineering Support Services) are due by **2:00 PM** (local) on **25 January 2006**.

1.0 Background

The primary responsibility of the Naval Warrior Application Division is to support S&T activities that promote the development and transition of technology to the Navy and Marine Corps in the domains of Training, Human-system Integration, Personnel Selection and Assignment, Casualty Care and Management, Casualty Prevention, and Force Health. The Division is also home to two major initiatives supporting the Naval Warrior—Capable Manpower and Warfighter Protection. More information can be obtained on these initiatives at the ONR internet website (www.onr.navy.mil). This is a continuing requirement. The incumbent is Noesis, Inc. (N00014-02-F-0503)

2.0 Statement of Work

2.1 Objective

The work that will be supported is of interest to the Government because it aims to advance and apply the state-of-the-art in simulation-based training and analysis. The overall requirement is 1.0 Full-Time Equivalent (FTE). The support position will entail a moderate amount of travel. Support personnel will work closely with an ONR Program Officer in an effort to optimize S&T investment to meet the simulation-based training needs of the Navy and Marine Corps.

The services to be provided include the following:

- Provide technical and engineering support services to ONR-supported programs and systems pertinent to Navy, Marine Corps and Joint Force operations.
- Provide test/demonstration services for ONR test activities and programs
- Provide Systems Engineering and Integration (SE&I) services to ONR supported programs and systems.
- Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, which includes but is not limited to the following: assisting in program/project planning, program staff coordination, program/project financial review, technology assessments, earned value management system analysis, data analyses, conference and seminar activities, and program-specific financial issues.
- Provide services to assist ONR in planning, executing and evaluating investment strategies and organizational resource allocations.

- Provide services to identify, recommend, coordinate and prepare applicable assessments, plans, strategies and opportunities for the transition of technology programs for further development and deployment in the Fleet.
- Review, identify and assess emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to ONR's objectives for selected technology programs.
- Participate in, host and/or support ONR in preliminary and critical design reviews, program and financial reviews, Governmental and industry events, and sponsored or non-sponsored key demonstrations or tests, as requested by ONR.
- Facilitate dialogue and interface with key decision makers and/or their staffs (Examples: OPNAV and Joint Staffs, Warfare Centers, Systems Commands, Program Executive Offices).
- Review, analyze and prepare draft business, planning or strategic documents (Example include: impact statements, briefing materials, Future Year finance plans, POA&Ms, Command/programmatic budget justifications).
- Provide and conduct financial accounting and management support services.
- Provide analyses and direct support for contract and programmatic financial execution.
- Provide post award contract and grant support services in accordance with the award terms and conditions.
- Provide contract-invention surveillance support services for the ONR legal department.

2.2 Scope

In overview, the support work to be carried out is for a number of on-going core funding programs and short-term projects, including Congressional Plus-ups. During FY05, for example, the work supported consisted of 20 separate programs, many containing multiple projects. The breadth of the support work is described in the Objective section (2.1), immediately above, and in sections 2.3 and 2.4 below.

2.3 Technical Tasks/Requirements

The following is an elaboration of the technical tasks/requirements briefly described in Section 2.1. The support includes, but is not limited to, all listed tasks.

1. Provide technical and engineering support services to ONR supported programs and systems pertinent to Navy and Marine Corps and Joint force operations. These include providing specific engineering, software engineering, systems analysis, and operational technical assistance to support S&T disciplines. Also, requirement includes, but is not limited to, providing programmatic analyses, determining system performance specifications, identifying and resolving interface problems, developing requirements, developing work statements, determining parameters, resolving technical controversies.
 - Provide technical and engineering support to the ONR Virtual At Sea Training (VAST) project.

- Review and analyze appropriate Operational Requirements Documents (ORD) and Mission Needs Statements (MNS) pertinent to the VAST project and Navy M&S requirements.
- Analyze Fleet and Force warfighting requirements pertinent to the VAST program, and provide guidance on current execution and future planning of VAST program initiatives.

2. Provide test/demonstration services for ONR test activities and programs. The support tasks include: test/demonstration design and development, test/demonstration coordination and execution, and test/demonstration assessment, evaluation and reporting. This requirement includes, but is not limited to, the wargaming of various technologies to assess their potential for effective and efficient integration into the fleet.

- Assist the Program Officer in overall technical and program management for the ONR VAST program and projects in support of service use of modeling and simulation and human behavior modeling relevant to the development of Live-Virtual-Constructive training, planning and mission rehearsal systems.
- Draft memoranda, messages and records, and create briefings and proposed agenda to support technical meetings and technical demonstrations.

3. Provide Systems Engineering and Integration (SE&I) services to ONR supported programs and systems. These services include integration support of new technologies with legacy systems and programs, support for advanced technology demonstrations and advanced concept technology demonstrations, support of initiatives through which a suite of programs will support a capability, systems transition support to operational forces, and support for planning and building prototype equipment with advanced technology capabilities for demonstration.

- Assist with management and coordination of ONR VAST project with corollary projects of USA, USAF, USMC and Joint Force Commanders and components.
- Assist in coordination of VAST requirements with those of Navy Labs, Systems Commands, Warfare Centers, Type Commanders, and Battlegroup staffs to meet Navy and Marine Corps warfighting and programmatic requirements.
- Support liaison between ONR and Navy and Marine Corps warfighting elements to ensure integration of future VAST systems with current and legacy systems of operating forces.

4. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, which includes, but is not limited to, the following: assisting in program/project planning, program staff coordination, program/project/financial review, technology assessments, earned value management system (EVMS) analyses, data analyses, conference and seminar activities, and program-specific financial issues. Includes assistance and support with preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project and program management goals, objectives, and results (examples: Defense Technology Area Plans (DTAP), Defense Technology Objectives (DTO's), response to Governmental inquiries, etc.).

- Coordinate and assist in maintaining liaison between ONR, various Atlantic and Pacific Fleet commands, Office of the Chief of Naval Operations (OPNAV) staff and Naval Warfare Centers.

5. Provide services to assist ONR in planning, executing and evaluating investment strategies and organizational resource allocations. This includes, but is not limited to, conducting engineering and programmatic assessments of ONR's investment portfolio and operations, providing evaluations and assessments of program balance and return on investments, and reviewing and assessing operational procedures.

- Assist in development of plans, strategies, and resource priorities for VAST and M&S projects that support service requirements for operational training and mission rehearsal.

- Evaluate conduct of feasibility assessments of proposed system components,

6. Provide services to identify, recommend, coordinate and prepare applicable assessments, plans, strategies and opportunities for the transition of technology programs for further development and deployment in the fleet. This includes, but is not limited to, providing coordination and technical support to the Future Naval Capabilities (FNC) transitional areas of interest.

- Attend Integrated Progress Review and Functional Demonstration for Joint Programs related to ONR and Defense Modeling and Simulation Office, and Defense Advanced Projects Agency joint initiatives.

- Review Future Naval Capabilities related to synthetic environment and virtual reality systems.

7. Review, identify and assess emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to ONR's objectives for selected technology programs.

- Research and review technology developments by military laboratories, S&T organizations, and the private sector for applicability to the ONR VAST program.

8. Participate in, host and/or support ONR in preliminary and critical design reviews, program and financial reviews, Governmental and industry events, and sponsored or non-sponsored key demonstrations or tests, as requested by ONR.

- Support, coordinate and facilitate design and program reviews relevant to the VAST project, Affordable Human Behavior Modeling and other ONR-sponsored M&S projects.

9. Facilitate dialogue and interface with key decision makers and/or their staffs (Example: Congress, OPNAV and Joint Staffs, Warfare Centers, Systems Commands, Program Executive Offices) and various technical subject matter experts. Provide and coordinate access to individuals or panels of senior technology area experts, both domestic and international, to support objectives or for analyses of S&T programs.

- Establish and maintained liaison with S&T offices of coalition partners (specifically, Canada, Australia, Great Britain) to develop support development of common operating systems and architectures for virtual environment systems for operational training and mission rehearsal.

10. Develop program/project management tools that help define, observe, and assess actions that move ONR programs toward strategic goals both affordably and speedily, including the development and presentation of capability and technology roadmaps.

11. Provide assistance and advisory services for the purpose of evaluating proposals, including evaluation of alternative proposals or initiatives for technical merit, life cycle costs, transition potential and integration into program and financial objectives of ONR.

- Assist in reviewing, assessing and selecting proposals for project support and advise the Program Officer regarding feasibility and utility of proposed initiatives to service and operating force needs.

12. Research, collect, analyze, and archive regulations, policy, guidance, legislation, laws and Congressional language related to supported programs and systems. Maintain a library of current Operational Requirement Documents, Mission Need Statements, and related material, as required.

- Assist in drafting memoranda, messages and records; maintain address files and points of contact; create draft briefings and point papers and formal documents, and maintain files of relevant documents and source material.

Financial Service Support Functions

13. Review, analyze and prepare draft business, planning or strategic documentation (Examples include: impact statements; briefing materials/issue papers/point papers/adhoc reports; Future Year financial program plans; Navy budgetary programming processes; POA&Ms; Command/Programmatic budget justifications and Reprogramming requests and modifications).

- Provide support in the financial execution of ONR programs and prepare internal financial notices and reports. Analyze and evaluate financial execution of accounts and accomplishment of program goals and milestones.

- Prepare funding documents and fiscal plans (R2/3/4) for Navy Modeling and Simulation Office funds managed by ONR Code 342.

14. Provide analytical assessments, studies and evaluations to improve financial and business policy development and decision making. (Example: Conduct financial and management risk analyses and evaluation, and recommend techniques to mitigate risk exposure or impact.)

15. Develop and prepare draft responses to Congressional inquiries, Navy, DoD and other government agency questions, audits, or requests for financial/organizational information. (Example: Budget formulation documentation and recommendations in support of the Navy, OSD and Congressional Program and Budget processes)

16. Provide and conduct financial accounting and management support services. Requirement includes tasks in the preparation of ledger reports, ledger tracking, as well as the monitoring, maintenance and operation of specified financial management information systems or websites (example: Standard Accounting Reporting System)

(STARS)). Accounting support requirements also include, but are not limited to, tasks to manage disbursements and expenditures, prepare and amend spending plans and funding documents, manage, support and execute commitment/obligation/expenditure actions, prioritize unfunded requirements, support and execute account closure activities, provide maintenance support for unique obligation validation websites, support efforts to become and to maintain CFO compliance as directed by ASN(FM&C), and track and provide recommendations for execution of the financial systems (Example: Navy Industrial Accounting and budgeting systems)

- Maintain records and files of current and past PRs and funding documents related to PE 0308601N.

- Employ ONR INRIS and STARS accounting systems in maintenance of financial accounts and records.

- Conduct liaison and financial management support between PE 0308601N Principal Investigators and Performers, and NMSO and ONR Code 342.

17. Provide analyses and direct support for contract and programmatic financial execution. Includes addressing commitment, obligation, expenditure, invoicing and payment items and issues tied to the financial administration of DoD, ONR and other agency awards (either directly through an ONR award vehicle or other agency award vehicle).

- Prepare funding documents and records for ONR and NMSO financial reviews.

18. Provide pre-award contract and grant support services in accordance with applicable acquisition law, guidance or policies. Includes tasks to conduct market research, to prepare draft solicitations and synopses, to advise and assist in proposal management and source selection actions, to prepare pre- and post-negotiation memorandums for negotiation, prepare drafts of various contract type and Contract Data Requirements List (CDRL) documents, and to provide and monitor data entry into specific acquisition information systems. Perform research and conduct investigations in the areas of Acquisition policy and guidance, and document findings and recommendations. Provide support, coordinate activities and perform duties in accordance with Small Business Agency rules and guidance (Includes support awards under SBIR and STTR Program, etc).

19. Provide post award contract and grant support services in accordance with the award terms and conditions, Acquisition law, guidance and/or policies. Includes tasks to administer and closeout awards, provide and monitor data entry into acquisition specific information systems, to monitor financial obligations and expenditures, to communicate and act as post-award business point of contact to awardees and other Government entities, and to negotiate and prepare modifications to existing awards.

20. Facilitate and participate in business and financially related IPTs, special advisory boards, off-sites, working groups, audit teams, etc.

21. Provide contract-invention surveillance support services for the ONR legal department. This includes requirements to review documents, conduct interviews,

conduct targeted research, and advise on matters tied to contracts, patents, intellectual property, and the FAR and DFARS.

22. Provide support for the planning and the implementation of initiatives for Command Improvements to reduce overall costs, including, but not limited to, business case analysis, cost benefit analysis, e-business solutions.

23. Provide business consultant services in the areas of planning, management, integration, and/or general business practices. These services could be provided to any level of ONR management, including the executive level. Services may include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts.

2.4 Reports Data and Other Deliverables

There are no data or reporting requirements beyond the program or project-specific documentation described in the preceding section.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

- 3.1.1. All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.
- 3.1.2. Senior Engineer: At least a Bachelor's degree in engineering or science from an accredited college or university and 15 years of experience working as a civilian employee or member of the military in the U.S. Navy or Marine Corps. The candidate should have excellent interpersonal and communication skills and the ability to conceptualize, prepare and present effective technical briefings in the primary focus areas of the Naval Warrior Application Division of the Office of Naval Research (see Background Section). The candidate should have demonstrated competence in budget preparation and maintenance. A secret security clearance is required.

3.2. Level of Effort

- 3.2.1 The level of effort has been estimated for the proposed contract. Both a one year based period and four one-year options have been defined.
- 3.2.2 Base period: The base period of performance will be from date of award through twelve months. The Base effort is estimated to be 2080 hours per year.
- 3.2.3 Option Periods I through IV: If an option is exercised, the period of performance will be from date of exercise of the option through twelve months. The effort for each option is estimated to be 2080 hours per year.

- 3.2.4** A summary of the labor category and total anticipated annual hours for the base and each option year is provided below.

Labor Category	Hours Per Year
Senior Engineer	2080

- 3.2.5** The above labor categories and hours are provided as the government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type:

The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance:

Base period of 12 months from time of award with 4 one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel including per diem is not to exceed (NTE) \$15,000 per year and the total non-travel ODC amount is not to exceed (NTE) \$5,000.00 per year.

4.3.1. Travel and Per Diem – Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) – ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will normally be performed onsite at ONR.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be on site at the Office of Naval Research. Basic facilities such as work space and its associated operating requirements (i.e. computer, phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted in Subsection 4.5.1 and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PCs should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the Course of its work, the selected Contractor employees will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under ONR 342 research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) **Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than **2:00 PM** (Local Time) on **25 January 2006**. All proposals must be uploaded electronically via the “Upload Proposals” hyperlink, which is under the hyperlink for this solicitation on ONR’s MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor’s performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about **1 March 2006**.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is Mr. Sean Palmer, Contract Specialist, e-mail address: sean_palmer@onr.navy.mil, and phone number: (703) 696-0690.

10.0 Draft Task Order: A draft model of the Task Order that will result from this solicitation is provided for reference.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files